

**ansa**

**Policy and Procedure**

**Politica e Procedura**

**Health &  
Safety**

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# HEALTH AND SAFETY POLICY STATEMENT

Ansa Environmental Services Limited's (known as "Ansa" throughout this document) health and safety aims are very clear, these aims are "to produce a work environment where no-one is injured, no-one suffers ill health as a result of their work and where no harm is caused to others as a result of a work activity".

We recognise that to achieve our aims requires a team approach and that everyone can influence health and safety whatever their role.

Ansa is committed to a process of continual improvement of its health and safety performance and health and safety management systems.

Ansa will achieve its aims by:

- Identifying the risks in our activities and taking the necessary steps to manage those risks
- Compliance with current health and safety legislation, guidance and best practice
- Seeking opportunities to improve our safety and health management, performance and culture through integration of health and safety matters into business planning
- Ensuring, through training and assessment, that everyone has the necessary competence to do their job safely
- Communicating and engaging with employees to ensure that everyone understands how to keep themselves, and others, safe and healthy
- Competent persons are available to provide health and safety performance by monitoring results and forward planning
- A commitment to consult with employees on all work related health and safety issues.

Ansa also requires contractors, partnerships and other stakeholders to co-operate with all health and safety arrangements in place to achieve its aim.

Over the coming year the worldwide Corona virus pandemic is expected to continue to affect our operations. Keeping our people, our partners and the wider community safe during this time will require all of the above strategies, which Ansa already employs to achieve its aims, to develop and adapt to new ways of working in response to an ever-changing local, national and international situation. The Management team and Board believe that Ansa has the capability and commitment to stand by the above stated aim, and can continue to achieve its operational objectives in a safe and healthy way during these challenging times.



**SIGNED:**

**NAME:**

Kevin Melling

**POSITION:**

Ansa Managing Director

April 2020 ( Version 7)

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Reference:	Issue No:	Issue Date:
HS001	007	May 2020

## 1.0 INTRODUCTION

### 1.1 Application

This is the written Health and Safety Policy of Ansa, as required by Section 2 of the Health and Safety at Work Act 1974 and its association legislation.

This policy applies to all employees, volunteers, contractors, young persons, visitors and partner organisations, in so far as the company has control over their activities. Where agency workers and those on work experience or training schemes are engaged in the workplace, they will be treated as employees for the purpose of health and safety, the same level of care and protection afforded to them as other employees.

### 1.2 Commitment

Ansa is committed to providing and maintaining a safe and healthy place of work with adequate welfare arrangements. Ansa will also ensure that all employees receive sufficient training and support in order for them to carry out their work, with minimum risks to their health and safety and to the health and safety of others who may be affected by these work activities.

### 1.3 Health and Safety Management

The provisions contained within this policy will ensure that health and safety is an integral part of the corporate risk management process, and the health and safety management system contained within the HSE guidance notes HS(G) 65, INDG 275 and INDG 417 will be followed

Health and Safety handbooks will be developed in each service area to demonstrate how everyday operational safety issues will be dealt with. These handbooks will contain detailed method statements and will be reviewed at regular intervals.

### 1.4 Consultation and Communication

Consultant and communication with trade unions and employee representatives will be maintained through the Ansa Forum and any service sub-forms. The important role of Trade Union Health and Safety representatives in the maintenance of high standards of health and safety within the organisation is recognised and support.

### 1.5 Joint Working

Where applicable, Ansa will work together with partner organisations and other key stakeholders to ensure that health and safety is taken into account where joint working takes place. Ansa will also ensure that there is proper liaison with external organisations, such as the enforcement and inspection bodies.

Where contractors are used to carry out functions on behalf of Ansa, they will be appropriately selected, vetted (where necessary) and subsequently monitored to ensure their work is in accordance with Ansa's policy on health and safety.

### 1.6 Review

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This Health and Safety Policy will be reviewed on an annual basis or sooner if deemed necessary.

## 2.0 ORGANISATION

This section of the policy sets out the roles and responsibilities of key stakeholders within Ansa. It also outlines Ansa's expectations of those who are not employees e.g. partner organisations, contractors, services users, visitors and members of the public, where these people have contact with Ansa.

### 2.1 Managing Director

The Managing Director has overall responsibility for health and safety within Ansa, and is responsible for ensuring that the day to day health and safety matters are dealt with. This includes:

- Ensuring, establishing and maintaining Ansa's Health and Safety Forum and supporting the formation of all necessary sub forums
- Integrating health and safety into Ansa's service plans
- Liaising and consulting with the Trade Unions on health and safety matters
- Ensuring that a Ansa Health and Safety Policy is in place and that there is compliance with this policy
- Ensuring that Ansa's health and safety policy is implemented and effectively communicated to all interested parties.
- Ensuring that sufficient resources are allocated to health and safety provision within Ansa.

Notwithstanding the above responsibilities, the Managing Director will appoint a Health and Safety Champion, who in this case, is the DMD.

### 2.2 Deputy Managing Director (DMD) – Health and Safety Champion

This role is between the Managing Director and the Business Managers in the management structure and includes chairing the Ansa Health and Safety Forum and acting in a coordinating capacity with the other Business Managers on health and safety. They will be the point of contact for the Cheshire East Corporate Health and Safety Team, and generally lead on health and safety initiatives in Ansa.

The DMD will directly oversee the health and safety matters of those Ansa staff not under the direct management of the Business Managers.

### 2.3 Business Managers, Head of HR and OD, Procurement and Contracts Manager and Operational/Contract Managers (thereafter known as "Managers" in this document)

Managers are responsible for health and safety matters in the areas under their control, including:

- Ensuring there is sufficient health and safety training for their employees and maintenance of training records
- Attending the Ansa Health and Safety Forum or nominating a suitable person to represent their business areas in their place
- Ensuring that risk assessments are carried out and reviewed at appropriate intervals.
- Managing health and safety systems and procedures to improve health and safety performance as part of the business planning process
- Reporting to the Health and Safety Champion/DMD on all health and safety matters

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- Ensuring that a sufficient number of competent persons, such as Fire Marshals, First Aiders etc, are available to that part of the organisation, responsible for the coordination of emergency procedures
- Arranging for and attending Joint Health and Safety Inspections of the workplace – to take place at least every six months
- Managing contractors and their health and safety performance.

## 2.4 Senior Team Leaders and Team Leaders

Senior Team Leaders are responsible for the implementation of the safety arrangements within the area of their control and influence. They are responsible for:

- Ensuring that Ansa Health and Safety Policies and , where appropriate, Cheshire East Centranet guidance are implemented
- Ensuring that employees receive information, instruction and training relevant to their role
- Ensuring that accidents, incidents and near misses are investigated and reported in accordance with the accident procedure
- Risk assessments are carried out for all significant hazards, and these risk assessments are reviewed at appropriate intervals.
- Representing their work area and the Ansa Health and Safety Forum, as required by their Manager
- Liaison and cooperation with others parts of the organisation whose role is to organise emergency procedures.

Senior Team Leaders and Team Leaders are responsible for the implementation of the safety arrangements within the area of their control and influence, in accordance with Ansa health and safety policy and guidance. Additionally, they are, at all times, required to assist Managers to deliver their responsibilities for health and safety.

## 2.5 Employees

Irrespective of their position within the structure, all employees have the following responsibilities:

- To take reasonable care for the health and safety of themselves and other people
- To cooperate with management regarding matters of health and safety
- To report any matters, which could put themselves or others at serious risk, to their line manager
- To bring to the attention of their line manager, any defects in property, equipment or machinery, which could give rise to harm
- Not to interfere with or misuse any equipment provided for health, safety or welfare
- To report accidents/incidents.

## 2.6 Agency Workers

For the purpose of the Ansa Health and Safety Policy, agency workers shall be regarded as employees.

Therefore all references to “Employees” in this policy shall include agency workers.

## 2.7 Trainees and Apprentices

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Under the Health and Safety (Training for Employment) Regulations 1990, trainees, work experience students and others on similar training programmes within the company shall be deemed to be “Employees” of Ansa.

## **2.8 Trade Union Health and Safety Representatives**

Safety Representatives have the same responsibilities as other employees. However, in addition to these responsibilities, they also have rights under the Safety Representatives and Safety Committees Regulations 1977 and under agreed arrangements with Ansa including:

- Carrying out health and safety inspections
- Conduct accident investigations into serious accidents or near misses
- Receiving information from the employer regarding matters of health and safety
- Being involved in the consultation process on health and safety policies and procedures.

## **3.0 ARRANGEMENTS**

It should be noted that what follows here is a summary of the arrangements necessary for health and safety management. More detailed arrangements and guidance notes are included on the Ansanet site. Further guidance is also available on the Cheshire East Centranet Health & Safety page.

### **3.1 Risk Assessment**

Ansa’s health and safety policy is based on an effective health and safety management system, which aims to minimise risk to employees and others. Where significant risks are present, they will be subject to a formal risk assessment, which will determine the control measures to be used.

Risk assessments can be generic for a particular activity or individual to cover a specific situation. Where significant risks are identified, the results of the risk assessments will be recorded in either a risk assessment form, code of practice, policy document or guidance note.

### **3.2 Access to Competent Health and Safety Advice**

In accordance with the Management of Health and Safety at Work Regulations 1999, Ansa employs a dedicated health and safety manager who works across both Ansa and its sister company, Alliance Environmental Services Ltd who is able to offer advice and guidance.

In addition Cheshire East Council has a number of health and safety practitioners who are able to offer advice to Ansa on all aspects of health and safety, including advice on the completion of risk assessments.

Their roles and responsibilities are outlined in paragraphs 2.4.1 and 2.4.2 of the Cheshire East Corporate General Health and Safety Policy. The Cheshire East Corporate Health and Safety team has a Senior Officer to lead on health and safety advice to Ansa.

### **3.3 Training and Information**

Health and safety training and information will be provided to employees in the following ways:

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- During induction training
- By attendance at formal training courses covering general health and safety
- By attendance at training courses covering specific topics e.g. manual handling
- By publications such as policy documents, manuals, leaflets and pocket cards
- By use of intranet health and safety pages.

Health and safety training needs will be identified by managers during employees' appraisals/supervision sessions, and managers must ensure that appropriate training is delivered.

### **3.4 Consultation and Communication**

Ansa is committed to the principle of consultation and communication with employees on all matters of health, safety and welfare.

Ansa will hold Health and Safety Forums, made up of a representative from each Trade Union whose members are within Ansa, and Business Managers, in such a balanced way that all aspects of the service are represented.

These Forums will be held quarterly and attended by the Senior Cheshire East Safety Adviser to Ansa. They will be chaired by the DMD.

### **3.5 Accident Reporting**

It is essential that prescribed procedures are followed for reporting accidents, incidents and near misses. Ansa will use the accident reporting and investigation software package, known as PRIME.

Every injury should be reported, and managers are required to ensure that they record and investigate as appropriate. An injury that needs medical attention or involves time off work must be investigated, initially by the manager and the appropriate form completed and returned via the PRIME system.

Accident reports are confidential, and as such, will not be forwarded to anyone, except the injured person, Cheshire East's Senior Health and Safety Advisor and the Health & Safety Executive, if required.

### **3.6 Contractors**

All contractors will be required to act in accordance with Ansa's Health and Safety Policy and its procedures.

Contractors are expected to carry out their own risk assessments to ensure the health and safety of their own employees, Ansa employees and third parties, who may be affected by the contractors' activities.

Where possible, the health and safety policies and procedures of partner organisations will work in conjunction with those of Ansa.

Ansa will be working with other agencies to improve the standards of health and safety performance of its contractors, and all contractors will be expected to cooperate with Ansa's vetting scheme.

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### 3.7 Partner Organisations

Ansa will ensure, as far as possible, that the health and safety policies and procedures of partner organisations are harmonised with its own, to reduce the risk of conflicting standards.

### 3.8 Premises Management

The premises occupied by Ansa remains the property of Cheshire East Council. As such, premises will be maintained by the Asset Management Service of the Council, to ensure that they remain in good structural order, subject to fair wear and tear. The exact terms of the maintenance to be undertaken will be contained within the Operating Contract. This is to ensure that Ansa can deliver its services as required, and in accordance with current premises related legislation. The main functions to be undertaken will however include:

- The undertaking of any risk assessments relating to the structure/general plant of the building and the implementation of any necessary actions within a reasonable timescale
- The undertaking of regular building inspections
- Ensuring, in liaison with Ansa, that all statutory compliance testing of plant and equipment is undertaken, and that records are maintained in accordance with legislative requirements
- Ensuring that access to common areas complies with the requirements of the Equality Act 2010, where required
- Liaison with Ansa regarding the undertaking of an annual fire risk assessment and the maintenance and testing of firefighting equipment and alarm systems
- The provision of appropriate building security measures
- Ensuring, in liaison with Ansa, the management arrangements pertaining to the control of legionellosis (including the undertaking of a legionella risk assessment) have been implemented by a competent person and any necessary actions undertaken
- Ensuring that an asbestos survey has been carried out for the building and an asbestos management plan put in place. This documentation should be freely available to the Manager within Ansa that has responsibility for the depot in order that it can be shown to contractors prior to any work being undertaken
- Ensuring that the activities of contractors are supervised and that there is a full understanding between the contractor and Ansa's staff of the work to be carried out and any constraints that need to be put in place.

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## 4.0 MONITORING AND AUDITING OF COMPLIANCE WITH THE HEALTH AND SAFETY POLICY

Ansa recognises the importance of regular monitoring of its health and safety policy and annual auditing, as well as ensuring compliance and accountability for all health and safety issues.

In support of this, the following arrangements will be put in place:

- Ansa Health and Safety Forums are held quarterly and are chaired by the DMD in their capacity as Health and Safety Champion. Standing agenda items may include feedback from the Cheshire East Corporate Health and Safety Forum, Managers progress with audit action plans, feedback and discussion of outcomes of joint workplace inspections, analysis of quarterly accidents statistics and any correspondence with HSE
- Health and safety is discussed as a standard agenda item at all management team meetings and Ansa Board meetings
- Joint workplace inspections, both formal and informal, with management and Trade Unions
- Sickness absence data
- Health & Safety report to the Board, as part of the Quarterly Strategic Update
- Ansa will ensure that such monitoring is sufficient to ensure policies and procedures are effective and meet requirements of HS (G) 65 “Effective Health and Safety Management”, INDG 275 and INDG 417

### 4.1 Review of the Policy

This policy will be reviewed as a result of:

- Changes in safe working practices
- Updated knowledge of hazards
- Changes in management structures
- Accidents or occupational ill-health issues
- Enforcing authority action.

Notwithstanding the above, the policy will be reviewed at least annually or as deemed necessary.

All additional policies and guidance notes relating to specific health and safety issues are available on the Ansanet site. Further guidance is also available on the Cheshire East Centranet Health & Safety page.

**Ansa:**

**Ask your line manager for details**

**Cheshire East Council:**

<http://centranet.ourcheshire.cccusers.com/tasks/healthandsafety/Pages/HealthandSafety.aspx>

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